

SCC Executive Committee
Minutes of Wednesday March 12, 2008 Meeting
12 noon – 2 PM
In Dr. Mills' Office 8th Floor Key Plaza, Augusta

Members Present: Shawn Yardley, Daryl Boucher, Joanne Joy, Dora Anne Mills, Deb Erickson-Irons (by phone)

Absent: Dennise Whitley

Others Present: Mark Griswold

1. SCC role and responsibilities were reviewed from 1/1/08 PHWG Report to the Legislature and review of charges for SCC-EC first meeting.
2. SCC draft meeting notes from 2/28/08 meeting were reviewed – notes revised and then approved for distribution to SCC.
 - a. **Action Step:** Dora will revise and distribute SCC meeting notes
3. SCC – Priorities for the coming months for SCC were identified, including:
 - a. Deciding long-term SCC membership (for fall 2008 or early 2009) and governance
 - b. Assuring DCC start- up
 - c. Assisting MeCDC in developing CCHC measurable competencies
 - d. Reviewing and advising MeCDC on implementation of statewide public health infrastructure – especially components related to CCHCs, DCCs, and LHOs
4. Snapshot of CCHCs - after some discussion about the purpose of this, it was decided that an expanded directory of CCHCs that includes information on the CCHC leadership and staff, as well as service areas would be helpful for all CCHCs as well as stakeholders.
 - a. **Action Step:** Dora will contact Becca and Joanne will also work with Becca to help define scope and mechanisms for obtaining a snapshot/expanded directory
5. DCCs – After a long discussion on DCC start-ups, several action steps were identified:
 - a. **Action Step:** MeCDC Office of Local Public Health (OLPH) will offer resources for facilitated conversations among CCHCs within districts needing and wanting assistance in making progress toward CCHC/District sustainability

- b. **Action Step:** MeCDC's OLPH will contact each CCHC to co-initiate first DCC meeting – with the goal of each first DCC meeting to be held by early June
 - c. Agenda of first DCC meeting to include:
 - i. Introductions
 - ii. Review of purpose of DCCs
 - d. Agenda of second DCC meeting to include choosing leadership and SCC representation as well as addressing group decision-making
- 6. SCC EC leadership and next meetings – After discussion it was decided that Joanne Joy and Dennise Whitley would provide the desired make-up for co-chairs of the SCC and SCC-EC
 - a. **Action Step:** Dora to contact Dennise and ask if she is willing to serve – (this is now done, and she confirmed that she is willing to serve)
 - b. **Action Step:** Next meeting of SCC-EC is April 15th 2:00 – 4:00 in Dora's office, with call-in capabilities provided. Agenda items to include:
 - i. SCC membership – start to review the current PHWG membership and discuss a proposal to be brought forth to SCC for June meeting
 - ii. DCC Competencies – OLPH will draft some initial competencies for review
 - iii. CCHC measurable competencies – discuss re-convening coalition subcommittee from PHWG or other process to develop CCHC 3-year measurable competencies
 - c. **Action Step:** Next meeting of SCC was set for June 26th at the Augusta Civic Center 12:30 – 4:30. Dora to ask Michelle Monroe to set up.